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## **USDA FOODS ORDERING INSTRUCTIONS SCHOOL YEAR 2014-15**

Please read all of these instructions before placing your order.

The order form can be found by going to the following link:

<https://apps.opi.mt.gov/USDAFoods/frmLogin.aspx>

After logging in go to Sponsor Functions at the top of the page and make your selection from the drop down box. You may print a blank order form or place your order directly by selecting Enter/Modify Food Order.

When you select Enter/Modify Food Order you will be asked if you want to participate in the DoD Fresh Fruit and Vegetable Program for school year 2015. Select yes to participate or no if do not want to participate in the program during school year 2014-15. *You must make a selection before moving on to the order form.*

Once you have made your selection click on the Continue to the Order Form button. Your entitlement amount will be listed at the top of the page. Click on the Generate a New Order Number button and then click on the Select Button and the order form will come up.

Dairy will be the first Food Group to appear. To select another Food Group click on the arrow beside Dairy and make your selection from the drop down box. Available Food Groups are Dairy, Fruit, Grain, Meat, Miscellaneous, Processing, and Vegetables. (There are no items available in the Fish Food Group)

***Before selecting the Processing Food Group please read the ordering instructions for Processing listed on the next page.***

Click the Select button for the item you wish to order and enter the number of cases you want to order then click the Save button. Repeat this for each item you want to order.

As you make your entries your entitlement balance will re-calculate to show your remaining entitlement. Once you have completed your order click on the Submit button. *Be sure to print a copy of your completed order for your file.*

You will have until the closing date listed, **January 24, 2014** to make any changes to your order. After January 24, 2014 all orders will be locked.

## **PROCESSING ORDER INSTRUCTIONS**

Processing offers the Net Off Invoice (NOI), Value Pass Through System (VPTS), and Rebate programs that allow you to send bulk product to the various processors listed on the order form and have it made into specific products that you want to serve in your lunch program.

If you choose to participate in this program please follow these instructions:

Everything must be ordered in pounds not cases. To calculate the number of pounds of product needed go to:

[http://opi.mt.gov/Programs/SchoolPrograms/School\\_Nutrition/USDA.html#gpm1\\_5](http://opi.mt.gov/Programs/SchoolPrograms/School_Nutrition/USDA.html#gpm1_5)

Summary End Product Data Schedules (SEPDS) are available for the companies listed on the order form. To calculate the pounds needed first you will need to determine the number of times you plan to serve that item. Column C on the SEPDS gives you the servings per case. Once you know the number of cases you will need take that number times Column F (the amount of donated (commodity) food it takes to make one case). If you are ordering more than one product from a company you will need to do this calculation for each product and then combine those totals. The combined total will be the number you enter on the OPI USDA Foods order form.

When the orders have been placed with the USDA you will receive notification from the OPI Food Distribution office that the pounds you requested were sent to the company of your choice. At that time you will need to make arrangements with your broker/distributor to order your product and have it shipped directly to you. The value of the USDA Foods will be deducted by the processor when they bill you. You will pay for the processing and any shipping/handling charges.

Any questions regarding placing your USDA Foods order should be directed to the OPI School Nutrition Programs Food Distribution office at (406) 444-4415.